



# FLATHEAD

## CONSERVATION DISTRICT

133 Interstate Lane, Kalispell, MT 59901 | [www.flatheadcd.org](http://www.flatheadcd.org) | 406-752-4220

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### **CALL TO ORDER & ATTENDANCE**

Chair Pete Woll called the October 28, 2019, Business meeting to order at 7:00 P.M. in the conference room.

**Board members present:** Pete Woll, Chair; Lori Curtis, Vice-Chair; Dean Sirucek, Secretary/Treasurer; John Ellis, Supervisor; Verdell Jackson, Supervisor; Ronald Buentemeier, Supervisor; Lech Naumovich, Supervisor, being a quorum of the Board.

Also, in attendance were Donna Pridmore, Associate Supervisor; Hailey Graf and Ginger Kauffman, FCD staff; Susan Hulslander, CPA.

### **MINUTES**

Lori Curtis motioned “to approve the minutes of the October 15, 2019, 310-Stream Permit meeting as presented.” Dean Sirucek seconded. Motion carried unanimously.

### **CORRESPONDENCE**

Email: Workshops, meetings, events

1. MT DNRC Water Management Bureau Water Supply Forums, October 24, 1:00 – 3:00 P.M., Sleep Inn, 1006 South Haynes Avenue, Miles City; AND October 29, 6:00 – 8:00 P.M., Stage Stop Inn, 1005 Main Ave., Choteau  
Contact Bobbi Vannattan, [Bobbi.Vannattan@mt.nacdnet.net](mailto:Bobbi.Vannattan@mt.nacdnet.net)
2. Montana Soil Health Symposium, February 4-5, 2020, Billings.

[www.mtsoilhealth.org](http://www.mtsoilhealth.org)

To register go to:

[http://mtsoilhealth.org/?utm\\_source=TMC%20%2B%20MACD%20Membership&utm\\_campaign=c715867acf-EMAIL\\_CAMPAIGN\\_2019\\_10\\_22\\_07\\_48&utm\\_medium=email&utm\\_term=0\\_e558920530-c715867acf-221116745](http://mtsoilhealth.org/?utm_source=TMC%20%2B%20MACD%20Membership&utm_campaign=c715867acf-EMAIL_CAMPAIGN_2019_10_22_07_48&utm_medium=email&utm_term=0_e558920530-c715867acf-221116745)

National Association of Conservation Districts (NACD) 2020 Annual Meeting, February 8-12, Las Vegas, Nevada. [www.nacdnet.org](http://www.nacdnet.org)

3. Weed Workshop (Palmer Amaranth), Tuesday, November 5, 8:30 A.M. – noon, Richland County Extension office, 1499 N. Central, Sidney, MT. Contact Tim Fine 406-433-1206

Email: Newsletters, Publications, Notices

1. FWP News Release  
FWP reminds hunters who use watercraft to **Clean, Drain, Dry** to prevent

aquatic invasive species from infesting Montana's wetlands, river and lakes. A hunter's watercraft must be inspected if:

- You are coming into Montana from out of state.
- You are traveling west over the Continental Divide into western Montana (the Columbia River Basin).
- You are coming off Tiber or Canyon Ferry reservoirs.
- You are launching anywhere within the Flathead Basin and your watercraft last launched on waters outside of the Flathead Basin.

Non-residents hunters planning to bring their watercraft into Montana must now purchase a Vessel AIS Prevention Pass (Vessel AISPP) before launching on state waters. Non-residents can purchase the Vessel AISPP at any FWP office or online at [fwp.mt.gov](http://fwp.mt.gov) and click on the **License: Buy/Apply** tab. Boat owners must carry a paper or digital receipt as proof of purchase. The Vessel AISPP expires on Dec. 31 each year and is not transferable between vessels. For more information or to find an inspection station, visit [CleanDrainDryMT.com](http://CleanDrainDryMT.com) or contact the FWP fisheries office at 406-444-2440.

2. NRCS

- Wildlife Conservation Through Sustainable Ranching -  
The [Sage Grouse Initiative](#) is on target to keep improving rangeland health, restoring wet meadows, and protecting open space for healthy sage grouse habitat and so much more. Learn more about [Montana Focused Conservation](#)
- The Bench Ranch Using Intensive Grazing to Grow More Grass.  
Read more at:  
<https://www.nrcs.usda.gov/wps/portal/nrcs/mt/newsroom/stories/7a4a6c38-f41d-49a7-ad08-a18b84a7ccf1/>

3. National Association of Conservation Districts publications  
*Conservation Clips, eResource*

<https://www.nacdnet.org/>

4. Montana Watersheds Coordination Council - *Watershed News*

<http://mtwatersheds.org/app/>

Montana Watershed Coordination Council announces new Executive Director, Ethan Kunard.

5. Lewis & Clark CD newsletter *The Explorer* <http://lccd.mt.nacdnet.org/>

Email: Other

1. Garfield County Conservation District was presented with the Rangeland Stewardship Award on September 26, 2019, from the Bureau of Land Management for 75 years of excellent range management. Read the full article at <https://www.blm.gov/press-release/rangeland-stewardship-award-presented-garfield-county-conservation-district>

## **FINANCIAL**

The following bill was reviewed:

1. NACD \$750.00

Dean Sirucek motioned "to approve the bill as presented." Lori Curtis seconded. Motion carried unanimously.

## **PUBLIC COMMENT**

No one was present to comment on items not listed on the meeting agenda.

## **NEW BUSINESS**

**Annual Financial Report:** Susan Hulslander, CPA, reviewed the Annual Financial Report ending June 30<sup>th</sup>, 2019, and the Depreciation Schedule with the Board. She explained that the district currently has a Capitalization Policy of \$500 in place, and if any single item purchased exceeded that amount, it was placed on the Depreciation Schedule. The IRS has now raised that limit to \$2500. She noted some information may be lost if the \$2500 limit is used, but she and Ginger Kauffman agreed that it is up to the Board and what they want to see on the depreciation schedule. John Ellis stated that he likes to see what district has. Ginger explained that the District's Furniture & Equipment list includes items under the \$500 limit. The board agreed to leave the \$500 Policy in place.

Lori Curtis motioned "to approve the State of Montana Department of Administration Annual Financial Report ending June 30, 2019." Lech Naumovich seconded. Motion carried unanimously.

**FDIC:** Supervisors were provided with an email from the bank regarding District funds, and a copy of the 2017 Agreement for Custody of Pledged Securities with the bank. Hailey Graf noted that the agreement is old and may need to be updated. Ronald Buentemeier recommended that three members of the Board schedule a meeting with the bank. At the next board meeting they and a bank representative can discuss options with the entire Board.

John Ellis motioned "that three representatives of the Flathead CD Board/supervisors go to the bank, review the status of all of funds we have in the bank and report back to the board." Lori Curtis seconded. Motion carried unanimously.

Pete Woll, Lori Curtis and Lech Naumovich will contact the bank to schedule the meeting.

**Adopted Rules Updates:** Hailey Graf stated that at the last meeting the Board was provided with information from DNRC that 310 Adopted Rules need to be updated to reflect changes that occurred during the 2019 legislative session. HB383 extends the appeal timeframe from 15 days to 30. DNRC also provided the process which conservation districts must follow.

Lori Curtis motioned "to begin the process of amending the Adopted Rules." Dean Sirucek seconded. Motion carried unanimously.

**Montana Association of Conservation Districts (MACD) Resolutions:** Hailey Graf explained the resolution process and stated that Flathead CD did vote on the resolution which passed at the Area V meeting. We are now waiting to find out which resolutions passed the other Area meetings. This will be on the November 12th meeting agenda so that the Board can discuss and vote on those resolutions, and then take that vote to the MACD Convention.

Pete Woll noted that resolutions will be assigned to committees, and any comments can be made at the MACD Standing Committee meetings on Monday, November 18<sup>th</sup>.

**Cost-Share Program:** Copies of the new cost-share applications were provided to Supervisors at the last meeting to review and rank. Hailey noted that three of the new applicants had applied in previous years. She explained that she had viewed all the sites, took photos and described the sites in further detail. The Board reviewed and discussed each application; how projects related to conservation, resource benefits, cost estimates/costs per acre benefit, benefits to and cooperation with/between adjoining properties, etc.

John Ellis questioned if an application could be considered if the applicant does not live within CD boundaries. Ronald Buentemeier explained that the original 1945 city limits for Kalispell and Columbia Falls are not within the district boundaries. Supervisors agreed applicants should be within district boundaries. John recommended that applicants provide a copy of their tax bill along with their cost-share application.

Supervisors recommended updating the cost-share spreadsheet to include what applicants received and track accomplishments to help the Board better evaluate return applications.

Supervisors recommended that cost-share information/contracts be updated to require recipients to answer standard questions on a final report and submit it and photos at the end of the project. Success stories and models could be used for a brochure or on the district website.

Hailey explained that three applications were previously approved, making the balance of funding available \$7,369.89. Funding/partial funding of projects was discussed. Hailey noted that staff conducts follow-ups before payments are approved, and that the district does not pay for more than the approved contracted amount.

Verdell Jackson motioned “to approve funding the following cost-share applications:

#FCD 2019 – 03, Cameron/Russell in the amount of \$1027.50;

#FCD 2019 – 05, Magone in the amount of \$1200;

#FCD 2019 – 07, Flathead Audubon in the amount of \$2000; and

#FCD 2019 – 09, Barnes/Brega in the amount of \$3000.”

Lori Curtis seconded. Motion carried with one no vote.

Lori Curtis motioned “to not fund the remaining 2019 -2020 cost-share applications at this time.” John Ellis seconded. Motion carried unanimously.

The question was raised regarding cost-share applications being consider once a year or bi-annually. Hailey stated we do not have a current policy in place, and noted that Education Grants are considered as received. Lech Naumovich stated one cost-share application period would provide higher quality applications for review and allow the district to distribute funds in a fair manner. Supervisors agreed this was reasonable.

**2020 Copier Maintenance Service Agreement:** Ginger Kauffman explained that the current Copier Maintenance Service Agreement with Anders Business Solutions (ABS) ends 12/31/19. ABS sent a new agreement for 2020; there are no changes.

John Ellis motioned “to approve the 2020 ABS Copier Maintenance Service Agreement.” Dean Sirucek seconded. Motion carried unanimously.

**End of Month (September) Budget Report:** This will be on the November business meeting agenda.

## **REPORTS**

**Flathead CD Staff:** Hailey Graf reported:

### ***District Office and Outreach***

1. Advertisements: Flathead Beacon – Fall 310 ad with new logo & Seedling Program with new logo, Mountain Trader - Fall 310 ad with new logo.
2. Hailey hosted and attended the Interagency Meeting on October 2<sup>nd</sup> with NRCS, DNRC, Extension Service, FWP, and FWS.
3. Hailey created a draft flyer for future 310 outreach efforts.
4. Hailey and Pete Woll participated in the MACD Convention planning meeting on October 8<sup>th</sup>.
5. Hailey attended the Flathead Basin Commission meeting in Bigfork on October 16<sup>th</sup>.
6. District staff completed an application to be a host site for a Big Sky Watershed Corps Member and were approved for the program on October 22<sup>nd</sup>.

### ***On-the-Ground Projects***

Cow Creek – Plants were delivered to the Barnes property on October 3<sup>rd</sup> and planting began on October 7<sup>th</sup>. Over two weeks, with the assistance of an MCC crew, WLI & FWP staff, and volunteers, nearly 13,000 plants were planted. A variety of riparian species were planted, including dogwood, hawthorn, willow, aspen, service berry, alder, and sedges. Volunteer help included Flathead Lakers, River to Lake Initiative, and Whitefish High School FREEFLOW club.

Hailey stated that the current Billing Statement needs to be approved and submitted to DEQ for reimbursement. Lori Curtis motioned “to approve the DEQ Cow Creek Restoration Grant #218013 Billing Statement in the amount of \$14, 984.77.” John Ellis seconded. Motion carried unanimously.

### ***Landowner Programs***

Cost-Share Program – Seven additional applications were received before the deadline on September 30<sup>th</sup>. Hailey visited the proposed sites for three additional cost-share project and discussed the applications with landowners. She consulted with Flathead County Weed Department and NRCS staff for technical advice on the proposed projects. Hailey created a cost-share ranking criteria form and provided copies of each application to the board for review.

Seedling Program – Hailey met with several landowners about their resource management concerns and seedling options and placed an advertisement in the Flathead Beacon about the program. Three landowners have placed orders so far with more expected in the coming months.

### ***Education and Outreach***

Workshops – Hailey worked with Noel Jinings from the Flathead Weed Department to host a workshop on Fall weed spraying on October 2<sup>nd</sup>. The workshop was very well attended with approximately 55 people. The workshop included information on noxious weed identification, herbicide safety and use, plant response to herbicide, and sprayer calibration.

Website/social media - Blog and social media post topics this month included: workshop announcements, 310 education and outreach, and the seedling program. Over the last 30 days, the website had 775 users and 1,627 pageviews. The Facebook page reached 1,376 users and had 407 post engagements.

**Natural Resources & Conservation Service (NRCS):** Sean Johnson submitted the following report:

- **Programs**
  - EQUIP
    - Working on developing Long Range Plan (LRP)
      - First draft probably about 80% completed
    - Developing a Targeted Implementation Plan (TIP) for Ashley Lake area
      - Strong interest shown so far with landowner interest covering 1,000+ acres so far
  - CSP
    - Had meetings with multiple landowners about CSP program with strong interest from multiple producers
- **Review Items**
  - Karli Becher started on Monday Sept. 30<sup>th</sup> as the new Soil Conservationist. She has met a couple of the board members but if you are in the office, swing over and introduce yourself if you haven't already.
  - Interagency meeting
    - Each agency represented shared what they are working on and things to consider moving forwards. Reinforced the purpose of the group is mostly for networking and general knowledge building of each other's programs
- **Upcoming Items**
  - Appropriations Law Training - Bozeman
  - MACD Convention
  - Veteran's Day - Nov 11<sup>th</sup>
- **Miscellaneous**

**Montana Association of Conservation Districts (MACD):** No report.

**Flathead County Planning Board (FCPB):** No report.

**Whitefish City Planning Board (WCPB):** No report.

**Upper Columbia Conservation Commission (UC3):** Lori Curtis submitted the following report:

ORIGINAL COMMISSION MEMBERS

*Executive Committee:*

Montana Conservation Districts: Lori Curtis, Science & Education Director, WLI

Montana Invasive Species Council: Tom Woolf, AIS Bureau Chief, FWP

DNRC Administrator: Kate Wilson, DNRC

Confederated Salish & Kootenai Tribes: Dennis Clairmont

Power Industry: Paul Kusnierz, Avista

Landowner: Phil Mattson, FLBS

Private Industry: Chris Parrot, Jesco Marine

Electric Cooperatives: Stacey Schnebel, Business Owner

Flathead River Basin (Was Recreation Industry): BJ Johnson, Sea Me Paddle

The 2019 Legislature passed SB257 that created five new seats for voting UC3 members to better represent the unique geography of the Upper Columbia Basin and its stakeholders. Appointments were recently announced. The next UC3 meeting will include an extensive orientation for new members.

NEWLY APPOINTED MEMBERS

Bitterroot River Basin: Dr. Jeremy Anderson

Kootenai River Basin: Paul Frederick Bradford

Upper Clark Fork River Basin: Andrew Gorder

Lower Clark Fork River Basin: Larry Clarence Lack

Big Blackfoot Watershed: Robert Littlejohn Rich

NEW LEGISLATIVE APPOINTMENTS

Sen. Mike Cuffe (R, Eureka)

Sen. Janet Ellis (D, Helena)

Rep. Dave Fern (D, Whitefish)

Rep. Neil Duram (R, Libby)

PARTNERS EX-OFFICIO NON-VOTING MEMBERS:

National Park Service-Glacier National Park

US Forest Service

Bureau of Reclamation

Northwest Power & Conservation Council

USDA Natural Resources & Conservation

US Fish & Wildlife Service

GENERAL

The Executive Committee is very pleased with the new appointments to the UC3. All four new legislative appointments are showing strong initial engagement in the issues of the Commission, and the three who were able to attend the October meeting made valuable contributions to the meeting and to thinking through the commission's activities moving forward.



### UPPER COLUMBIA LAKES NETWORK (UCLN) BUREAU OF RECLAMATION FUNDING

The goal of the UCLN is to extend the deployment of citizen scientists to collect resource information under the coordination of their local watershed groups using standardized protocols for AIS sample collection and equipment decontamination. This program will inform and compliment the goals of the UC3 Early Detection & Monitoring Committee. The program held two trainings in 2019 and will conduct two additional trainings in 2020.

### MARINA/BOAT SHOP/MOORED VESSEL PILOT PROGRAM

Project underway with Big Sky Watershed Corps. member. Will be continued next year

### ANNUAL REPORT

The Commission members agreed to include in the 2019 Annual Report—in addition to standard update information such as financials and committee efforts—a series of *success stories* related to our work protecting the Upper Columbia River from AIS. We are working with DNRC and FWP to collect and translate these stories for the report.

### EDUCATION & OUTREACH

All three members of the Executive Committee have been actively conducting outreach in the region. I participated in several efforts, including

- Big Sky Watershed Supervisor Training
- Share-hosted with Kate a Big Sky Watershed Corps member for UC<sup>3</sup>
- Engaged UC<sup>3</sup> and several partners in the Whitefish Lake Institute-hosted Montana Lakes Conference
- Represented UC<sup>3</sup> at the MARC II Colloquium
- Presented to potential Upper Columbia Lake Network participants
- Presented to EQC in Libby
- Attended with Kate Wilson & Tom Wolf the Western Regional Panel
- Presented at the *Business of Outdoor Recreation Summit/Recreation Innovation Lab*. My presentation “Partnerships Necessary to Protect the Water Quality from Threats of Pollution and Aquatic Invasive Species” discussed numerous partnerships in the region, several stemming from UC<sup>3</sup>’s charter.

Continue to share information with the Flathead Conservation District and Montana Association of Conservation Districts regarding UC<sup>3</sup> activities and direction.

Dean Sirucek asked about the cooperation on the AIS program. Lori Curtis replied that over 115,000 watercraft were inspected this year, there are over 40 stations and a number of partners are working together on the program. The program is people oriented and is run extraordinarily well. Donna Pridmore noted the use of trained mussel sniffing dogs, and Lori stated they are another tool in the toolbox.

**Haskill Basin Watershed Council (HBWC):** No report.

**Flathead Basin Commission (FBC):** Dean Sirucek reported the meeting included review of major programs in the basin, budget and working committees.

**Clark Fork & Kootenai River Basins Council (CFKRBC):** Verdell Jackson stated he received an email from the CFKRBC Chair regarding the MT State Water Plan. Verdell which forwarded the email on to FCD supervisors. He noted that CFKRBC is hoping to



bridge the gap between CFKRB and DNRC with new DNRC staff in place. Pete Woll thanked Verdell for forwarding the email to the Board.

### **MATTERS OF THE BOARD/STAFF**

**Big Sky Watershed Corps Member (BSWC):** Hailey Graf explained that \$12,250 was approved in the 2019/2020 budget for a BSWCM to help with education and outreach and other programs. Due to a tight timeline, she did a phone poll of the Board requesting approval to submit a BSWCM application. The application was approved, and interviews will begin this week. The selected candidate will start January 6<sup>th</sup>. Hailey noted that she will continue to provide updates to the Board and asked that they formally approve the phone poll and sign the Memorandum of Understanding (MOU).

Ronald Buentemeier motioned “to approve the phone poll for the BSWCM program.” Dean Sirucek seconded. Motion carried unanimously.

**District Apparel:** Hailey Graf provided cost information for vests/hats embroidered with the Flathead CD logo and explained that the Board had previously approved up to \$550; however, there is a \$12/item embroidery fee requiring an amended or new motion.

Lori Curtis motioned “to approve ordering vests and hats, not to exceed \$900.” Dean Sirucek seconded. Motion carried unanimously.

### **Staffing:**

**CD Program Manager:** Hailey Graf reported Samantha Tappenbeck has accepted the position of CD Program Manger and will be starting November 12<sup>th</sup>.

**Accountant/Bookkeeper:** Hailey Graf explained that she and Ginger Kauffman discussed the need for an accountant or bookkeeper to help in the office. We reviewed the work plan, and a manual which Ginger has developed and continues to update as her work progresses and changes. Hailey added that she and Ginger discussed what is being done financially in the office and all the steps required to accomplish that work, and determined that the greatest needs are help with bookkeeping, QuickBooks, payroll, and grant management. However, there is a lot of overlap between administrative items and bookkeeping/accounting. Hailey stated that she would like to move forward, explore options, and talk with Susan Hulslander, CPA, regarding job description, hours, salary etc.

Pete Woll asked about contracting the work out. Hailey responded that it would likely be more trouble than it is worth. Lori Curtis added this is a huge training process, very individual, and Susan does not have the time or staff to do this. Lech Naumovich asked if personnel could be shared with another agency/office making it a more desirable position. Lori stated she also had talked with Susan as the Whitefish Lake Institute (WLI) needs the same type of person. If the district only needs a part time person, maybe that position could be shared. Hailey stated that there are options and that she would like to move forward as this is a lengthy process. Additional information will be brought to the board in November.

Lori Curtis motioned “to authorize staff to move forward on filling the need for finance personnel.” Dean Sirucek seconded. Motion carried unanimously.

**MACD Convention Registration:** Hailey Graf asked for names of those who will be attending MACD Convention and noted that she will submit the registration. Guests can register for the banquet that same night. Raffle tickets are also available at \$10 each. Pete Woll added that funds from the raffle go to the MACD legislative fund.

**FL2019062, Haskill Creek, Righetti:** Lori Curtis stated the work for this project needs to begin as soon as possible as the weather is changing quickly. She explained the onsite inspection was held for a bridge over Haskill Creek, and the team agreed to approve the application with modifications. She reviewed the considerations in the Team Member Report. Lech Naumovich noted that this is an existing bridge and is important for access to the other side of the stream. Lori requested a phone poll to approve the application with modifications.

Lori Curtis motioned “to approve the application with modifications. If in stream rip rap needs to be repositioned it must not further constrict the channel. The 15-day waiting period is waived.” Lech Naumovich seconded. Motion carried unanimously.

This will be placed on the November 12<sup>th</sup> 310-Stream Permit Meeting agenda for approval of the phone poll.

The next 310-Stream Permit meeting is scheduled for Tuesday, November 12, 2019, 7:00 P.M. in the conference room of the USDA building at 133 Interstate Lane, Kalispell, MT.

Adjournment: John Ellis motioned “to adjourn. Verdell Jackson seconded. Motion carried unanimously. As there was no further business, the meeting was adjourned at 9:12 P.M.

Submitted By:

\_\_\_\_\_  
Ginger Kauffman  
Administrator

\_\_\_\_\_  
Hailey Graf  
Resource Conservationist

Minutes approved by FCD Board motion made on:

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title – Chair etc.)